

AIRPORT ADMINISTRATIVE COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Airport Administrative Coordinator exists is to perform administrative and analytical work for the Airport Division in the Transportation Department. This classification does supervise. Work is performed under general supervision by the Airport Director. The Airport Administrative Coordinator is distinguished from the Airport Operations Coordinator by the nature of the work assigned consists of the day-to-day administrative functions of the Airport.

ESSENTIAL FUNCTIONS

Supervises and coordinates the activities of the airport administrative staff including hiring decisions, written performance evaluations and possible disciplinary actions.

Coordinates the airport's lease administration; prepares and negotiates lease agreements; and overall performance of leases.

Ensures all aeronautical businesses operating on the airport are authorized via the permit process. Authorizes the issuance and monitors the aeronautical business permits. Ensure compliance with all applicable rules and regulations. Issues civil citations as necessary.

Oversees and manages the Environmental and Noise Abatement Programs.

Prepares Airport Advisory Board agenda and reports and Council Action Reports.

Prepares Airport Division budget documents and CIP submittals and monitors the budget throughout the year.

Develops revenue projections and feasibility studies and facilitates necessary rate and fee changes through ordinance revisions.

Assists in facilitating projects, which will enhance the airport revenue base, i.e. land acquisition process, site plan analysis, and participation in airport planning team.

Stays abreast of airport issues to assist the general public and airport/airpark tenants with related questions. Investigates citizen complaints and coordinates problem resolutions.

Initiates and facilitates the consultant contract bid processes.

Submits marketing/communication articles to various city and local publications; updates airport brochures and publications; assists with community outreach efforts, i.e. tours, neighborhood meetings, special events; and coordinates airport/airpark signage.

Maintains documentation, statistical reports and project logs to document work procedures and monitors follow-up.

Participates in various special projects as assigned. Supports and assists Airport Director with various professional affiliations.

Respond to and coordinate airport emergencies, incidents, and accidents as needed.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Federal Aviation Administration (FAA) rules, regulations, and guidelines;

The principles and practices of finance and budgeting;

The principles, procedures, and techniques for effective negotiation of leases between the airport and its tenants; and

Aircraft operation and safety practices to be observed around aircraft.

Ability to:

Produce written documents with clearly organized thoughts using proper sentence construction, grammar and punctuation;

Comprehend and make inferences from written material;

Analyze problems and develop practical solutions;

Establish and maintain effective working relationships with airlines, tenants, Commission members, aircraft owners, pilots, fixed-based operators, and the general public;

Operate a computer and other standard office equipment using continuous and repetitive arm, hand and eye coordination; and

Maintain regular and consistent attendance.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in Business Administration, Accounting, Aviation or a related field and two to four years of experience in administration and analysis work. Must possess and maintain a valid Arizona driver's license without any major violations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified